USDA United States Department of Agriculture
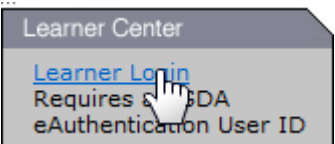AgLearn

October 1, 2008

Notes

Be sure to check the date in the upper right hand corner to make sure you are using the latest version of this job aid.

How to Complete the Online Version of FY09 ISSA Training

All users will have the USDA Information Systems Security Awareness FY 2009 course assigned to their Learning Plan. You will be expected to complete the online version of this course unless you are a member of one of the following audiences:

1. **Users with accessibility needs or those reviewing courseware with assistive technology (these user can take the online course or request the PDF version)**
2. **Users with slow network access (these users can take the online course or request the PDF version)**
3. **Users with no network access (only users with no network access can have the paper based version assigned to them).**

Step	Activity	View
1.	Visit the AgLearn website.	http://www.aglearn.usda.gov/
2.	Click **Learner Login**.	Learner Center — Learner Login — Requires & USDA eAuthentication User ID
3.	Click **Continue**.	Cancel Continue
4.	Enter your eAuthentication Login and password.	eAuthentication Login — User ID: — Forgot your User ID? — Password: — Forgot your Password? — Change My Password
5.	Click **Login**.	Login
6.	Click **Go to Learning Plan**.	Go to Learning Plan — Type Required

You may be asked to confirm the closing of this window. If so, click **Yes**.

| **7.** | Click the **Close** link to close the Tips window. | Tips+ Quick tips FAQ's and more... — Powered by AgLearn — Close — **Trying to Launch an Online Course?** 1. Identify the **Title** of the online course in your learning plan 2. Click **Launch** content in the Action column 3. Under **Content Structure**, click the **Title** of the online course 4. Wait a few seconds — Note: For SkillSoft courses click **Play this Course** or **View Program Now** — Don't show this tip again ☐ |

How to Complete the Online Version of FY09 ISSA Training

8. Click the **Launch Content** button for the **USDA Information Systems Security Awareness FY09** course.


9. Click the Content Structure link for the **AgLearn System Check Tool.**

Online Content Structure

USDA Information Systems Security Awareness FY 2009
Web Based USDA-CYBERSECURITY-FY09
Revision: 8/1/2008 06:55 PM America/New York

10. Review the screen to make sure all right hand cells are green. If any red cells are seen, contact your local IT support to resolve the possible computer issues.

11. Close the check tool window.

12. Click **Return to Content Structure**.

13. Click the Content Structure link for the **USDA Information Systems Security Awareness FY 2009** course.

![USDA United States Department of Agriculture AgLearn]

How to Complete the Online Version of FY09 ISSA Training

Notes

If you decide you would like to request an alternate course, you can close the window and logout of AgLearn, then request that an alternate course be assigned to your Learning Plan..

14. Review the information in the pop-up window.

If you plan to continue with the online course, close this pop-up window.
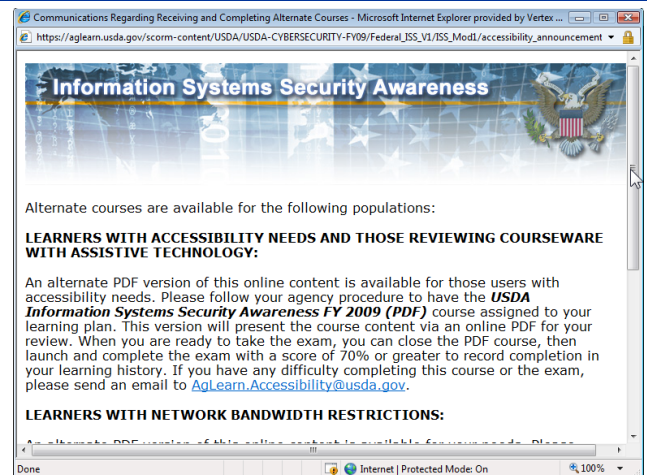
15. Click the **Course Introduction** lesson.
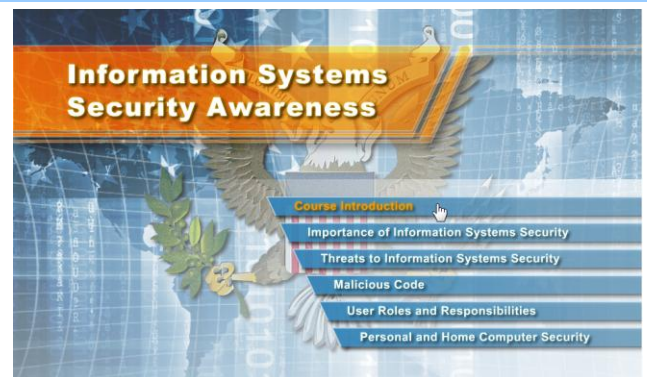
The screen also provides a course menu, lesson plan, glossary and other resources to help you as you navigate through the course.

16. Proceed through the course, moving forward by pressing the forward arrow button.

17. At the end of each lesson, you will be returned to the course menu to select the next lesson.
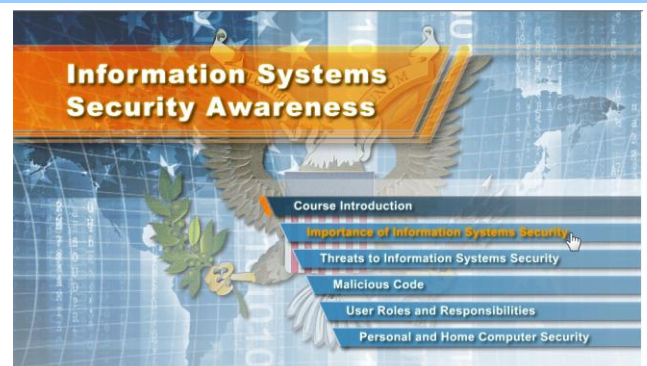
Notes

It's important not to stop at this point because you have not completed the course nor have you taken the assessment which must be completed with a score of 70% or better.

How to Complete the Online Version of FY09 ISSA Training

18. Continue moving forward through all the lessons.

When you click the forward button after the last page of the last lesson, a Congratulations screen will appear. You have NOT yet completed your training. Click the **Complete Course** button.

CONGRATULATIONS!

You have almost completed the Security Awareness training for this year, but you must still complete the assessment with a mastery score of 70% or higher to record the course in your learning history. Once you have completed the assessment you can print a completion certificate from your AgLearn learning history.

To access the exam:

1. Click the "Complete Course" button below.

2. Return to the "AgLearn Online Content Structure" page.

3. Click the link for the assessment.

4. Additional instructions will be provided in the assessment.

Complete Course

19. Confirm that you want to exit the online content so that you can take the exam.

Are you sure you want to exit?

YES .... NO

20. Click **Return to Content Structure**.

Return to Content Structure

21. Click the **Assessment** link.

Online Content Structure

Content Structure

AgLearn System Check Tool

USDA Information Systems Security Awareness FY 2009

Assessment

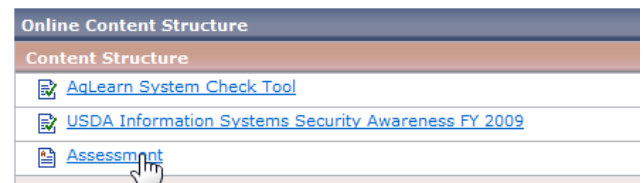**22.** Review the Message from Instructor, then click the **Continue** button.

Message from Instructor
To User: Fallow, Kathy T
Item: USDA Information Systems Security Awareness FY 2009 Web Based USDA-CYBERSECURITY-FY09 (Rev 8/1/2008 06:55 PM America/New York)
Exam: USDA-CYBERSECURITY-FY09
Message: You are required to obtain a score of 70% or better to pass this exam and receive credit for completing your mandatory CSAT training for FY2009. If you do not initially pass this exam, you will be able to retake the exam again in order to obtain a passing grade. However, each new exam will be generated randomly from a larger set of questions.

Continue

![USDA United States Department of Agriculture AgLearn logo]

How to Complete the Online Version of FY09 ISSA Training

23. Click the option button that indicates a correct answer for each question.

Question 1 of 10

The question is not reviewable.

Wanda is at work, on the clock, and is working on her private commercial business. She receives a reprimand from her supervisor. What should Wanda have known:

- The warning banner she saw when she logged into her computer is directed only to management personnel in the department.
- Even when you log onto a USDA computer, you retain all rights to workplace privacy.
- Her organization is permitted to monitor her computer for possible misuse.
- Her organization is prohibited from monitoring her activities on her work computer.

24. If your answer is correct, a blue check mark will display. If your answer is incorrect, a red X will display.

25. To move to the next question, click the **Next** link in the upper right corner of the screen.

Grade Exam   Close   Help

Exam

Ne t
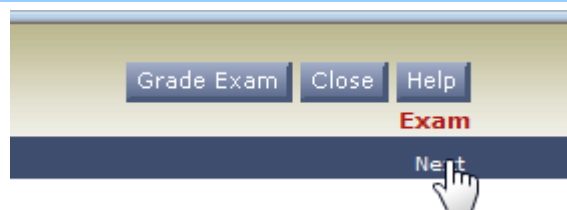
26. After you have answered all questions, click **Yes** to grade the exam.

Grade the Exam

Are you sure you want to grade the exam now?

Yes   No

27. If you achieve a score of 70% or better, an Exam Passed message will display. If you see this message, skip to step **# 34.**

Exam Passed

To User: Fallow, Kathy T
Item: USDA Information Systems Security Awareness FY 2009 Web Based USDA-CYBERSECURITY-FY09 (Rev 8/1/2008 06:55 PM America/New York)
Exam: USDA-CYBERSECURITY-FY09
Message: Congratulations, you have acehived the required score of 70% and will receive credit for your FY2009 mandatory Information Systems Security Awareness training. Click the Continue button to review your exam scores.

28. If you did not achieve a passing grade (70% or higher, you will be instructed to return to the content structure to retake the exam. Click the **Continue** button.

Exam Failed

To User: Fallow, Kathy T
Item: USDA Information Systems Security Awareness FY 2009 Web Based USDA-CYBERSECURITY-FY09 (Rev 8/1/2008 06:55 PM America/New York)
Exam: USDA-CYBERSECURITY-FY09
Message: We are sorry but you did not receive a passing grade and must retake this exam. Please return to your courseware structure in AgLearn and relaunch the exam. A new randomly generated exam containing 10 questions will then be provided to you.

Continue

How to Complete the Online Version of FY09 ISSA Training

29. Review your Exam Scores to see which areas of the course might need more study.

Exam Scores

Sorry, but you have NOT PASSED this exam.
Number of Questions:
Asked: 10   Total Points: 10
Answered: 10 Points Scored: 3.00
Correct: 3   Score (%): 30.00

Objective	Asked	Correct	Total Points	Points Scored	Score (%)	Pass Grade (%)	Evaluation
Importance of Information Systems Security	2	1	2.00	1.00	50.00	70.00	FAIL
Malicious Code	2	0	2.00	0.00	0.00	70.00	FAIL
Personal and Home Computer Security	2	0	2.00	0.00	0.00	70.00	FAIL
Threats to Information Systems Security	2	0	2.00	0.00	0.00	70.00	FAIL
User Roles and Responsibilities	2	2	2.00	2.00	100.00	70.00	PASS

30. Click **Close** to close the exam.

Close Help
Exam

31. Click **Return to Content Structure**.
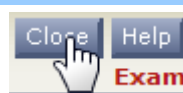
Return to Content Structure

32. Click the **Assessment** link to launch a new exam.

Online Content Structure
Content Structure
AgLearn System Check Tool
USDA Information Systems Security Awareness FY 2009
Assessment
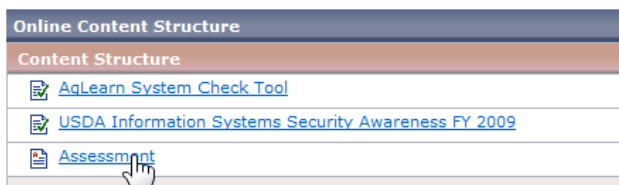
Each time you fail the exam, you will be asked to return to the content structure to retake the exam.

33. Repeat steps **# 22 – 26** to retake the exam. You can always return to the course to review the content before retaking the exam.

Message from Instructor
To User: Fallow, Kathy T
Item: USDA Information Systems Security Awareness FY 2009 Web Based USDA-CYBERSECURITY-FY09 (Rev 8/1/2008 06:55 PM America/New York)
Exam: USDA-CYBERSECURITY-FY09
Message: You are required to obtain a score of 70% or better to pass this exam and receive credit for completing your mandatory CSAT training for FY2009. If you do not initially pass this exam, you will be able to retake the exam again in order to obtain a passing grade. However, each new exam will be generated randomly from a larger set of questions.

Continue

34. When you pass the exam, an Exam Passed message will display. Click the **Continue** button to view your exam scores.
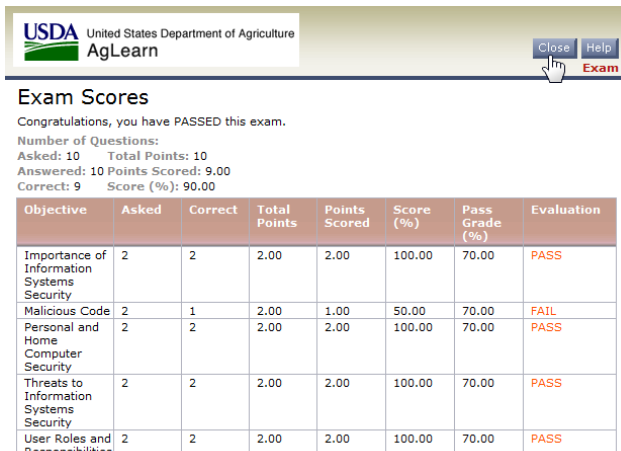
Exam Passed
To User: Fallow, Kathy T
Item: USDA Information Systems Security Awareness FY 2009 Web Based USDA-CYBERSECURITY-FY09 (Rev 8/1/2008 06:55 PM America/New York)
Exam: USDA-CYBERSECURITY-FY09
Message: Congratulations, you have acehived the required score of 70% and will receive credit for your FY2009 mandatory Information Systems Security Awareness training. Click the Continue button to review your exam scores.

Continue

USDA United States Department of Agriculture
AgLearn

October 1, 2008

How to Complete the Online Version of FY09 ISSA Training

35. After you have reviewed your exam scores, click **Close** to return to the content structure window.

USDA United States Department of Agriculture
AgLearn   Close Help
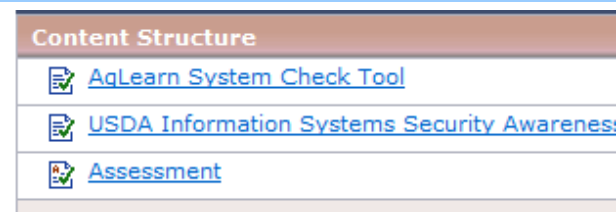
Exam
Exam Scores
Congratulations, you have PASSED this exam.
Number of Questions:
Asked: 10   Total Points: 10
Answered: 10 Points Scored: 9.00
Correct: 9   Score (%): 90.00

Objective	Asked	Correct	Total Points	Points Scored	Score (%)	Pass Grade (%)	Evaluation
Importance of Information Systems Security	2	2	2.00	2.00	100.00	70.00	PASS
Malicious Code	2	1	2.00	1.00	50.00	70.00	FAIL
Personal and Home Computer Security	2	2	2.00	2.00	100.00	70.00	PASS
Threats to Information Systems Security	2	2	2.00	2.00	100.00	70.00	PASS
User Roles and Responsibilities	2	2	2.00	2.00	100.00	70.00	PASS

36. If you wish, you can click **Return To Content Structure**.
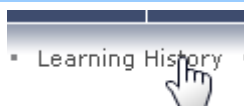
Return to Content Structure

37. If the Assessment link has a green checkmark, you have successfully completed your ISSA mandatory training requirement for FY09

Content Structure

AgLearn System Check Tool

USDA Information Systems Security Awareness

Assessment

38. Click the **Learning History** menu.

- Learning History

It is not necessary to actually print the certificate. The certificate, when launched, can be saved in electronic form on your computer.

39. Locate the course in your Learning History. If you wish you can click the **Print Completion Certificate** to view or print the completion certificate.

Learning History
The Learning History page shows you a summary list of the items that you have completed and the dates the items were completed. To view the details of a specific item in your learning history, simply click the corresponding title of the item. You can sort the list by the Title of the items or the Completion Date of the items on the list.

Learning History			
Title	Completion Date ▼	Status	Action
USDA Information Systems Security Awareness FY 2009 (PDF)	10/1/2008 02:56 PM America/New York	Web Based Complete	Review Online Structure / Print Completion Certificate
AgLearn Strategic Workshop	6/25/2008 04:30 PM America/New York	Conference/Meeting Complete	Print Completion Certificate